

**MINUTES FOR
PROJECT ENGINEERS MEETING
Wednesday, February 14, 2001
2:15 PM, Conference Room 'C'**

1. CADD & PC Update Randy Bissette
Randy submitted a memo today on backing up CADD files. We are getting new software for our newer machines. This may not work on the older machines but we should get some new machines in the near future. If you have any problems with CADD or your PC see Randy.
2. Bar Chart Adjustments and Reassignments..... Ricky Keith
I have made adjustments to your project assignments that should be reflected by a decrease in the workload shown on your bar charts. Some projects were shifted within the Unit from one Project Engineer to another and some were assigned to John Frye to go to the Private Engineering Firms. Project Engineers need to continue to monitor those projects where culverts or walls are involved and handle related design work for them in house.
3. Keeping Employees Informed Ricky Keith
Project Engineers and Squad Leaders need to make sure that all their employees are kept informed of changes in Unit policy, Design Manual revisions, updated Standards, etc. Please go over the items covered in this meeting with them as well. We will also begin to post the notes of our Staff Meetings on our web site.
4. PM Reviews..... Ricky Keith
The Performance Management work cycle for 2000-2001 will end March 31. I would like for you to have your PM ratings completed for your employees by March 23rd. I will be conducting the PM reviews for the Project Engineers between March 26th and April 6th. If you have employees rated at a below good level overall, please discuss with me prior to meeting with them.
5. Shoring Quantities Rob Woodruff
When you have shoring for maintenance of traffic, etc. we must figure quantities and send this to Soils and Foundations.

Fences on bridges – used curved detail – See Rob.
6. Coordination with Plan Review Squad..... Ricky Keith
When changes in Unit Policy regarding plan details and special provisions are implemented we are generally given a letting date these become effective. Please make sure these revisions get made before the plans are turned in or if lettings have been delayed retrieve the plans and update to the current details. Do not depend on the plan review squad to do this for you. If revisions cause you extreme hardship see me.

7. Plan Checking Assistance..... Ricky Keith
We have been getting some help from Paul Garrett's squad on some of our drafting and plan checking work when they have time to do so. Please work any requests you may have in this regard through me rather than approaching them directly. It is also possible that after the freeze is lifted some of our retired employees may be coming back on a part time basis to help check plans.
8. Longitudinal Joints Ricky Keith
When you have a closure pour on a structure requiring diaphragms in the closure bay please give some thought to how the contractor can place these and what attachment details need to be shown to allow for the deflection of the second stage girders. We are currently looking at a possible revision of the Office practice for this detail. If you have one of these and have questions, please see Rob or me.
9. Sign up for Unit Vehicles Ricky Keith
We are putting almost three times as much mileage on the van as we are the sedan. Please try to balance your use of the unit vehicles. List which vehicle you have signed out at the top of all trip requests.
10. Other
Causeways – in the near future you should be seeing a new Standard Special Provision "Construction, Maintenance, and Removal of Temporary Access at Station _____." This will also be reflected in the pay item of the same name. This provision covers both causeways and work bridges. There should be a plan note referring to this position.

Reminder – continue to send Preliminary General Drawings to Area Bridge Engineers. See example letter.

Parallel Encroachments – Contact David Hinnant if you have structures that may involve a parallel encroachment on the Railroad right of way. Contact the Area Structure Engineer if there are questions concerning crane placement for construction.

TVR Meeting – see Tim's typed comments below:

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MEETING WITH LEN SANDERSON AND LEN HILL ON FREEZE

VACANCIES

- No vacancies will be filled without Secretary Tippet's approval of justification.
- No increase in outsourcing due to freeze will be permitted.

- No Preconstruction positions approved yet, but some Operations positions (supervisors only) have been approved.
- Justification letters need to show how the position relates to production and project schedules. Be as specific as possible.
- Address justification letters to Becky Keith.
- All requests will go to Len Hill and he will make the decision of which ones to go forward with. He will consult with units as necessary.
- If you have a need for an in-range adjustment to match an outside offer for a critical employee, submit a letter for approval.
- Shift people, if necessary to get job done.
- Len Hill wants the % of vacancies from each Unit submitted to him as soon as possible.
- Temporary positions can only be filled if you currently have the money.

TRAVEL

- Out-of-State travel will be very difficult to get approved. Need very good reasons.
- One person will probably be allowed to attend AASHTO Annual Subcommittee meetings.
- In-State travel is to continue as part of doing business, but it still must be necessary. Unit Heads need to look at requests and make sure it's needed.
- For Units with cell phones, someone in the Unit needs to develop a system to monitor usage to ensure it is appropriate.

TRAINING

- If needed, it will probably be approved.
- Len Hill will look at each one individually to determine need.

EFFICIENCY

- Len Sanderson would like each Unit to solicit ideas from their employees to improve efficiency in the Unit. Report all major ones to him.

OTHER ISSUES

- Please make Len Sanderson aware of any meetings with Secretary Tippet or Deputy Secretary Conti prior to going to meeting.
- Personnel will continue to do studies for in-range adjustments and reallocations. However, no salary adjustments will be made until the freeze is lifted.
- Market Study for Engineers is continuing with completion scheduled for October.
- Technician study is also continuing with completion scheduled for the first of next year.